

POLICIES AND PROCEDURES

ENROLMENT POLICIES

The enrolment of a student is covered by the following policies:

1. A student is considered officially enrolled only after he/she has complied with the following:
 - a. He/she has submitted all required admission credentials, namely:
 - original copy of Form 138 (HS Report Card)
 - NCAE Result
 - College Entrance Test (CET) Result
 - NSO Birth Certificate
 - Certificate of Good Moral Character
 - Transfer Credentials (if transferee)
 - Alien Certificate of Registration (ACR) /Study Permit from the Bureau of Immigration (if foreign student)
 - Marriage Certificate (if married)
 - b. He/she has made an initial payment of school fees;
 - c. He/she has been authorized to attend classes once these have started (usually evidenced by the inclusion of his/her name in the official class list for the term). (The CMF of officially enrolled students is printed and distributed by the Dean.)
2. Enrolment shall be conducted during the registration days indicated in the school calendar. A student may enrol after the lapse of the registration period and will be admitted in accordance with the reasonable rules for late enrolment, **but in no case shall exceed two (2) weeks after the opening of classes.** (MORPHE, 2008)
3. Once admitted, a student enjoys the right to enrol until graduation, except in cases of academic deficiency, violation of school rules and regulations, closure of the school or failure to pay school fees. A student who qualifies for enrolment is qualified to stay for the entire period in which he/she is expected to complete the course in the school. (MORPHE, 2008)
4. When a student is officially enrolled, it is understood that he/she is enrolled for the duration of the entire term.
5. No student shall be considered officially enrolled unless all enrolment/entry requirements are submitted before the end of the enrolment period of the school term.

ENROLMENT PROCEDURE FOR INCOMING FRESHMEN AND TRANSFEREES

1. PRE-ENROLMENT – at the Guidance and Testing Office (GTO)
 - a. Pay Php 250.00 examination fee at the Accounting Office to be presented to the GTO.
 - b. Fill up SMU Form 80-A (Application for Admission Form) for this purpose.
 - c. Take the COLLEGE ADMISSION AND APTITUDE TEST (CAAT).
 - d. Get the result of your CET on scheduled date, and be advised of the course you are qualified to enroll.
2. ENROLMENT PROPER

- a. Proceed to the **Office of the Academic Dean** for your admission and registration. Secure a long manila envelope and print your name (ALL in CAPITAL LETTERS) on the UPPER LEFT CORNER of your envelope. Submit the following documents to the Dean or Department Head who will evaluate the credentials as bases for admission.

For FRESHMEN (Entry credentials)

1. Result of COLLEGE ADMISSION AND APTITUDE TEST (CAAT)
2. Original copy of Form 138 (High School Report Card)
3. NCAE result (must be the original copy, if you have taken it)
4. Photocopy of NSO Birth Certificate (not the copy from the Municipal Civil Registrar)
5. Certificate of Good Moral Character (from HS Principal or Guidance Counselor)
6. Marriage Certificate, certified true copy (if married)
7. If alien, ACR or Special Study Permit from BI

For TRANSFEREES (Entry credentials)

1. Result of COLLEGE ADMISSION AND APTITUDE TEST (CAAT)
2. Transfer Credentials (Copy of Grades or OTR marked "FOR EVALUATION PURPOSES")
3. Photocopy of NSO Birth Certificate (not the copy from the Municipal Civil Registrar)
4. Original Copy of Certificate of Good Moral Character
5. Marriage Certificate, certified true copy (if married)

For Graduate 1st year Students

1. Accomplished Graduate School Application Form
2. Transfer Credentials (Copy of Grades or OTR marked "FOR EVALUATION PURPOSES")
3. Photocopy of NSO Birth Certificate (not the copy from the Municipal Civil Registrar)
4. Original Copy of Certificate of Good Moral Character
5. Marriage Certificate, certified true copy (if married)

(*Absence of any of the abovementioned forms means that a student is temporarily enrolled. S/He is given TWO (2) weeks to comply with these requirements; S/He must sign an agreement note for this purpose before proceeding with the enrolment.) (All entry credentials/documents are left with the Dean's Secretary secured in manila envelope to be submitted to the Registrar immediately within five (5) days after classes started.)

- b. Fill-up properly all forms given to you at the Dean's office (Form 81-A: *Student Admission Form for Freshmen and Transferees*)
- c. Proceed to the Faculty In-Charge of evaluation at the Registration area and have your subjects encoded based on the Form C-50.
- d. Get your enrolment form (print-out).
- e. Proceed to the Accounting Office (Windows A, B, C, or D) for re-assessment and payment of initial charges. (Enrolment Form is marked "PAID" in green ink.)
- f. Proceed to the I.D. section for the production of your electronic identification card. (Enrolment Form stamped "ID".

- g. Proceed to the Office of the Registrar for the validation of your enrolment form. Student's ID is tapped on the card reader for the SIS to record and display enrolled and with your enrolment form marked "ENROLLED" in violet ink and signed by the staff-in-charge.

* Validation is only possible upon presentation and tapping of student's ID card on the card reader.

NOTE: Enrolment procedures for both freshmen/transferees and old/former students are normally posted in conspicuous places in the campus before and during the enrolment period. "New students" are given a copy of the enrolment procedure for their "guidance", c/o SCC Officers.

ENROLMENT PROCEDURE FOR SHIFTERS, RE-ADMISSION

1. PRE-ENROLMENT

For SHIFTERS

- a. Proceed to the **Office of the Academic Dean** and fill-up FORM 81-B two (2) weeks before the enrolment for purposes of evaluation by the Academic Dean of the course which the student intends to shift.

For RE-ADMISSION

- a. Proceed to the Office of the Academic Dean and fill-up FORM 81-C two (2) weeks before the enrolment to the former course for purposes of evaluation by the Academic Dean.

2. ENROLMENT

- a. Proceed to the Faculty In-Charge of evaluation at the Registration area and have your subjects encoded based on the Form C-50.
- b. Get your enrolment form (print-out).
- c. Proceed to the Accounting Office (Windows A, B, C, or D) for re-assessment and payment of initial charges. (Enrolment Form is marked "PAID" in green ink.)
- d. Proceed to the I.D. section for the production of your electronic identification card. (Enrolment Form stamped "ID")
- e. Proceed to the Office of the Registrar for the validation of your enrolment form. Student's ID is tapped on the card reader for the SIS to record and display enrolled and with your enrolment form marked "ENROLLED" in violet ink and signed by the staff-in-charge.

* Validation is only possible upon presentation and tapping of student's ID card on the card reader.

POLICY ON STUDENT LOAD

The subject load shall be in accordance with the approved curriculum for each degree program. As a general rule a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects.

Only graduating students may be allowed an additional maximum of six (6) units in excess of the normal load prescribed in his/her approved curriculum. (MORPHE, 2008)

ADDING OF SUBJECT/S

Adding of subject(s) applies only to students who are already OFFICIALLY ENROLLED (i.e., they have paid the required down payment); and their enrolment has been validated at the Registrar's Office. (Registration Form already marked 'ENROLLED' and signed by staff-in-charge). Students may only be allowed to add if they are irregular students, officially enrolled, but not yet carrying the full semestral load; and are qualified to enroll additional subject/s (i.e., with "very good" scholastic standing)

Adding of subject(s) is allowed only during the specified "adding/dropping" period only. However, adding of subject(s) if done beyond the dropping period may be allowed only for valid reasons within a week or 6 days after the first day of classes.

PROCEDURE IN "ADDING" SUBJECT/S:

1. Check if the subject/s that you want to add is/are still open.
2. Request for FORM 55-A (*Petition to change subject/Drop or Add Load*) from your Dean's Secretary. (Please show a proof that you are officially enrolled, e.g. official enrolment form (marked "ENROLLED" and official receipt of down payment).
3. Fill-up FORM 55-A and submit it to your Dean for evaluation, approval and encoding.
The Dean will strictly evaluate if you are qualified to take the subject (i.e., you have taken and passed the pre-requisite, you are not carrying an overload, and your grades are "very good")
4. Proceed to the Registrar's Office and secure the Registrar's signature.
5. Return to the Dean's Office for the encoding and printing of your additional subjects. Wait for your printout (new enrolment form).
6. Proceed to the Accounting Office (Windows A, B, C, or D) and present your old and new enrolment form. Wait for your new enrolment form to be marked "PAID".
7. Proceed to the Office of the Registrar and submit your accomplished Form 55-A (*Petition to change subject/Drop or Add Load*) and old and new enrolment forms. Retrieve your new enrolment form with mark "Enrolled" and signed by the Registrar's staff.

DROPPING SUBJECTS

Dropping is allowed for highly justified cases only (e.g., wrong encoding of subjects, failing mark in a prerequisite subject, and conflicting class schedule). Dropping should be done within the specified "dropping period" only.

A student who officially drops the subject due to justifiable reasons before the midterm examination shall be given a corresponding mark (AW – authorized withdrawal) which is not considered a failing mark. A student who unofficially drops (UW) the subject shall be given a failing mark or 5.

A student is not allowed to drop a subject after s/he has exceeded the allowable number of absences. A failing grade due to excess absences is given.

PROCEDURE IN DROPPING SUBJECT/S

1. Request for FORM 55-A (*Petition to change subject/Drop or Add Load*) from your Dean's Secretary. (Please show a proof that you are officially enrolled, e.g. official enrolment form (marked "ENROLLED" and official receipt of down payment).
2. Fill-up FORM 55-A, indicate the reason why you are dropping the subject/s. Dropping a subject just because you want to change schedule is strictly NOT allowed.
3. Submit filled-up form to your Dean for evaluation. If your Dean considers the reason for dropping as "valid" or highly justified, then he/she endorses the forms to the University Registrar for approval. The Registrar, however, has to find out the veracity of the student's reason for dropping or submit the student to the Guidance Office for some advice. (SHEPHERDING PROGRAM)
4. Return to the Registrar's Office for the Registrar's signature.
5. Proceed to the Accounting Office for the payment of a "dropping fee". (P100.00)
6. Return to your Dean for the deletion of the subject/s being dropped from the SIS. Wait for your updated enrolment form.
7. Proceed to the Accounting Office for re-assessment. Wait for your new enrolment form to be marked "PAID".
8. Proceed to the Office of the Registrar and submit your accomplished Form 55-A (*Petition to change subject/Drop or Add Load*) and old and new enrolment forms. Retrieve your new enrolment form with mark "Enrolled" and signed by the Registrar's staff. Leave one copy of the dropping form at the Registrar's Office for the file.

WITHDRAWAL OF ENROLMENT (DROPPING ALL SUBJECTS)

Withdrawal of enrolment is to be processed by an officially enrolled student who decides to stop with his/her studies within the semester but not later than the 2nd term period. Failure to process a withdrawal of enrolment would mean a mark of "DROPPED" in all his/her enrolled subjects.

POLICY IN WITHDRAWAL OF ENROLMENT

Withdrawal of enrolment is no longer allowed after the Second Term. A student who stops schooling after the second term will be marked "FAILED" in all his/her subjects.

A freshman who decides to withdraw his/her enrolment before the beginning of classes may be given back his/her admission credentials.

A freshman who decides to withdraw his/her enrolment after the beginning of classes can no longer get back his/her admission credentials. He/she has to process transfer credentials if he/she intends to transfer to another school.

PROCEDURE IN WITHDRAWAL OF ENROLMENT

1. Accomplish SMU Form 55b (*Petition to Drop All Subjects*) from the Office of the University Registrar (OUR).
2. Have the form signed by the proper school authorities.
3. Proceed to the Accounting Office for an assessment of your remaining school fees or refund, if any.

From the Accounting Office the accomplished form will be turned over to the Registrar's Office which will then mark your record in the database "Authorized Withdrawal" (AW). The Registrar informs all the instrucOTRs concerned of the official withdrawal of students.

NOTE: The student has to surrender your ID to the OUR and Student Handbook to the DSAS.

SHIFTING OF COURSE

For purposes of evaluation, application to shift courses should be filed at least two (2) weeks before enrolment.

PROCEDURE IN SHIFTING

1. See the Department Head/Dean of the program you intend to shift for your academic record be evaluated. Be sure to have a copy of the result of the evaluation so that you will be properly guided as regards the subjects that were credited and those that were not.
2. If admitted to the new course, fill up "shifting form" from your Dean's Secretary.
3. Accomplish all the forms and let it be signed by the proper school officials.
4. Proceed for enrolment.
5. Distribute the forms to the concerned offices (Dean's Office, Accounting, Registrar)

CROSS-ENROLMENT

Cross-enrolment may be allowed for reasons articulated in the Manual of Regulations for Private Higher Education of 2008 (MORPHE, 2008) excerpts of which are found below.

Section 93. Cross Enrolment

At the discretion of the institution, a request for cross enrolment may be allowed in accordance with the institution's academic policies and standards on retention, promotion, transfer and cross-enrolment, and only under the following circumstances:

- 1) The needed subjects are not offered by the institution the student is enrolled in, during the term of the requesting student's enrolment;

- 2) When the subjects are offered, but their schedules conflict with the requesting student's other class schedules; and
- 3) When the student intends to spend the school term in his home province or region and enrolls in subjects offered by an institution located therein, provided that, such request is in accordance with the accepting institution's policy on cross-enrolment.

A student need not secure the clearance from the Commission on Highed Education yRO2 to cross-enroll, provided, that the total subject loads do not exceed the allowable number of units per school term.

PROCEDURE IN CROSS-ENROLMENT

1. Get two (2) copies of the form "APPLICATION FOR PERMIT TO CROSS-ENROLL" from your Dean's Secretary.
2. Accomplish the forms properly and submit these to your Dean for evaluation. The Dean should strictly check the following:
 - the student has not exceeded the allowed maximum load for the semester (based from the checklist)
 - the reason for cross-enrolment is valid (see excerpts from MORPHE, 2008, mentioned above).
 - the school where the student intends to cross-enroll is accredited.
3. Proceed to the Registrar's Office for the Registrar's signature.
4. Proceed to the Office of the Vice President for Academic Affairs for the approval of your application to cross-enroll.

NOTE: At the end of the term, you have to request for a certification on the grade earned in the accepting institution. The grade certification should be marked with the seal of the school where you cross-enrolled and duly signed by the Registrar. The original copy of the grade certification should be submitted to the University Registrar while a photocopy should be submitted to your Dean.

PETITION FOR THE OPENING OF SUBJECT/S

Reasons for granting requests to open Petitioned Subjects

1. There are still enrollees in subjects that are already closed.
2. There are still students who are taking subjects no longer offered because of changes in the curriculum.
3. There are subjects that cannot be cross-enrolled in as a matter of academic policy.
4. The students are already officially enrolled, but they need the subject in order to catch up as regular students or they are at the terminal term as graduating students.

PROCEDURE IN PETITIONING THE OPENING OF A SUBJECT

1. Request a copy of a petition form at the Dean's Office and accomplish it properly re: Course Number, Descriptive Title, Proposed Schedule, etc.
2. Students who are qualified (those who have taken and passed the pre-requisite) to take the petitioned subject should personally sign the petition form at the Dean's Office. In no case should the form be brought out from the Dean's office for purposes of signing. If a petitioned subject is urgently needed (i.e., petitioners are graduating), a letter may be attached to the petition form indicating therein, the need for the opening of the subject and the willingness of the petitioners to pay the additional cost of opening the subject (for cases wherein there are less than twenty signatories).

3. In case there are very few signatories (1.e., 1 to 5 students), the petitioners should request the Chief Accountant to assess the fees to be charged from each signatory for the opening of the petition. The amount should be indicated in the petition form and the parent/s of the petitioners should sign the form indicating therein of their willingness to pay the assessed fees.
4. The Dean strictly checks the following before endorsing the petition to the Office of the VP for Academic Affairs:
 - a. the signatories are eligible to take the petitioned subject or have taken and passed the pre-requisite subject, if any;
 - b. they are free during the indicated schedule of the petition;
 - c. they have not exceeded the allowed number of units;
 - d. there is an available faculty to handle the subject;
5. The VP for Academic Affairs evaluates the petition for approval.
6. The approved petition form is given back to the Dean and should be endorsed to the Office of the Registrar for assignment of Code and Room.
 - The Registrar informs immediately the Dean in case there is no available room for the said petition. The Dean should then identify a common free time of the signatories, the availability of room, as well as the faculty who will handle the subject and endorses back the petition to the Registrar.
7. Once a code and a room have been assigned, the petition form is returned to the Dean for his/her Secretary to encode the names of the signatories.
 - Only those petitions involving general education subjects (i.e., Literature, Rizal, Filipino, Humanities, etc.) with signatories coming from different departments are to be encoded at the Registrar's Office. Note that only the names of those signatories who are officially admitted can be encoded.
8. After encoding the names of the signatories, the Dean should post the code and schedule of the petitioned subject. Other students who are interested to enrol said petitioned subject should be required to sign in the petition form.
 - Other students should not be allowed to enrol a petitioned subject if the names of the main petitioners are not yet encoded.

Note: The Dean or the Secretary should photocopy all approved petition forms and furnish copies to the Accounting Office and the Office of the Registrar.

REMOVAL OF INC MARK

INC Mark is given to a student who failed to take the final examination or non-submission of course projects/requirements due to valid reasons like sickness, accident, death of a member of the family, and the like. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year. (Excerpts from MORPHE, 2008 : Article XXIII, Section 109).

PROCEDURE IN REMOVING AN "INC" MARK

1. Concerned student should request three (3) copies of the SMU FORM 57 (*INC Removal Form*) from the Dean.
2. Present your INC Removal Form to your subject teacher and request for the conduct of a special final examination or submission of your course requirement.

3. The subject teacher should compute the grade of the student, and personally give the accomplished "INC" form (computed grade is indicated in the form and properly signed by the subject teacher) to the Dean for approval.
4. The subject teacher submits the INC Form to the Office of the Registrar (for proper encoding of the grade). One copy will be submitted to the Dean's Office for file, one copy will be for the Office of the Registrar and the other copy for the subject teacher's file.

REMOVAL OF "No Grade" Mark (due to NO TEST PERMIT [NTP])

"No Grade" is indicated in the Official Grading Sheet across the name of a student who was allowed to take the final examination despite non-payment of tuition and other fees.

PROCEDURE IN REMOVING "NO GRADE" MARK (NTP)

1. Concerned student must present his test permit with the official receipt of payment to the OUR at Window R-4.
2. Registrar's Staff in-charge of NTP forms verifies the instructor's submitted NTP Form for the specific subject and student and immediately encodes the grade of the student in the SIS.
3. Encoder indicates in the NTP Form the date and time the test permit was presented and his/her signature.

AUTHENTICATION OF RECORDS

Graduates of SMU as well as students who failed to finish their degree may apply for the authentication of their records for purposes of employment locally or abroad.

PROCEDURE IN THE CERTIFICATION, AUTHENTICATION AND AUTHENTICATION (CAV) OF RECORDS FOR EMPLOYMENT ABROAD

1. Present the original copy of your Official Transcript of Records (OTR) and diploma to the Registrar's staff (Window R-2) for inspection.
2. Pay the CAV Fee to the Accounting Office (Window 5 or 8).
3. Accomplish CAV Request Letter.
4. Present Official Receipt of CAV Fee Payment through R-Window 2 and photocopy three (3) copies per page of the following:
 - a. Official Transcript of Records (OTR)
 - b. Diploma
 - c. Special Order
 - d. RLE Summary for Nursing graduates (optional)
5. Submit the photocopied documents and the original OTR and diploma for the preparation of a transmittal letter to CHED. Please provide one long brown envelope for said documents.

Registrar certifies to the authenticity of documents and endorses the same to CHED-RO2 (Indorsement Letter Form 2).

The Registrar/Liaison Officer (LO) transmits to CHEDRO2 in a sealed envelope the applicants' certified true copy of all documents. The LO pays the required fees to the CHED cashier and the CHED Records Officer provides to the LO the applicants CAV Control No and date of DFA release and house way bill number.

6. Return to SMU after five (5) working days and get your claim stub which contains your CAV control no, Department of Foreign Affairs (DFA) date of release and house way bill number.

PROCEDURE IN THE AUTHENTICATION OF RECORDS FOR LOCAL EMPLOYMENT

1. Photocopy the desired number of copies that you want to be authenticated.
2. Pay authentication fee at the Accounting Office.
3. Present your receipt of payment, the photocopied documents and the original copy of the document/s to the Registrar's staff (Window R-2).
4. The photocopied documents will be marked "Certified Photocopy of the Original", signed by the Registrar and then marked with the University Seal.

NOTE: In no case should a photocopy be photocopied again and submitted for authentication. The original copy should always be presented when you request for authentication.

REQUEST FOR CERTIFICATION

PROCEDURE IN REQUESTING FOR A CERTIFICATION

1. Fill-up an application for certification form at the Registrar's Office. (WINDOW R-3)
2. Pay the required certification fee at the Accounting Office and then present your receipt of payment to the Registrar's staff at Window R-3.
3. Secure claim stub or claim your request after three (3) working days.

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS

1. For the first request of Official Transcript of Records (OTR), get a clearance form at the Registrar's Office, accomplish it and have it be signed by the proper school authorities.
2. Before paying at the Accounting Office, let the Registrar's staff in Window R-1 or R-2 indicate on your clearance the amount (OTR fee) to be paid at the Accounting Office. Said amount depends on the number of pages of your Official Transcript of Records

Note: Please inform the Registrar's Staff the purpose of OTR request (e.g. for Board Examination purposes, for general purposes, for employment).

3. Submit your clearance and receipt of payment at Window R-1 and be advised on the release date of your OTR (not later than two weeks after filing of application).
4. Claim your request personally. If not, an authorization letter should be presented by your representative.

NOTE: Subsequent document requests do not require another clearance form to be accomplished, if you have not enrolled in any second course or graduate program.

REQUEST FOR DIPLOMA

Payment for the first copy of a student's diploma is integrated in the graduation fee. Request for its release requires the processing of a clearance. A second copy may be requested upon presentation of an "affidavit of loss" of the first copy.

A duplicate copy of the Diploma may be issued upon request. However, the remark "Duplicate Copy" and the date it was prepared should be indicated usually in the lower right hand portion of the document. If the signatories of the original Diploma are no longer in school, or no longer in their designations when they signed the original, the duplicate diploma may be signed by the school officials who have replaced them.

REQUEST FOR TRANSFER CREDENTIALS

Transfer Credentials are to be processed when a student intends to transfer to another school. For a particular student who leaves the school, this document is issued "once" only.

PROCEDURE FOR REQUEST OF TRANSFER CREDENTIALS

1. Secure an application form for transfer credential (SMU FORM 65-B) at the Registrar's Office (Window R-3).
2. Process your clearance (to be signed by the proper school authorities).
3. Once concerned school authorities have signed proceed to the Registrar's Office to determine no of OTR pages to prepare
4. Pay the required fees at the Accounting Office.
5. Present your receipt of payment to Registrar's Staff at Window R-3 and be advised when to come back for your request.

NOTE: The original copy of your Official Transcript of Records will be mailed to the school where you transferred upon receipt of request letter from said school.